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MEMORANDUM FOR: Deputy Director (Support)

12 AUG 1957

SUBJECT : Review of Machine Records Division Reports

REFERENCE : Memorandum of 18 May 1957 from Deputy
Director (Support), same subject

1. This memorandum is for information only and in reply to your request of 18 May 1957. Particular reference is made to paragraphs 2 through 10 and the attached Tabs A, B, C, and D.

2. The subject review was based on an inventory of Machine Records Division recurring job assignments as of 17 April 1957 brought to date through 30 June 1957. This disclosed that, on an annual basis, Machine Records work-load of recurring jobs totaled 9,253 tabulations and 38,424 copies or an average of 4.2 copies per tabulation. These numbers have been reduced to 8,314 tabulations and 28,561 copies, an average of 3.4 copies per tabulation. (See Tab A)

3. In addition, to fulfill its functions in the pay-rolling operation, to provide duplicate punched cards on essential basic data to Vital Documents, and to furnish punched cards to various components of Support and to FI, MND was handling 521 punching operations (jobs) requiring 2,070,120 punched cards, an average of 3,973 cards per job, each year. By eliminating three of these jobs and transferring another from a monthly to a quarterly basis, the annual totals have been reduced to 465 jobs and 1,885,320 cards, an average of 4,055 cards per job. (See Tab B)

4. Reductions were effected through the cooperation of all of the major users, Personnel, Finance, Logistics, and MND. Because of recent relocation of the Payroll Branch, Fiscal Division, adjacent to Machine Records, it has been possible to reduce the number of copies of all payroll tabulations by making the Payroll Branch files available to MND for matters concerning machine tabulation.

5. A detail listing of regular recurring reports as revised on 30 June is appended as Tab C. This indicates the prime user of each job and compares the total number of copies currently being run with the number previously provided. Also appended as Tab D is a listing of jobs that have been eliminated.

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6. As the result of this survey, two reports were eliminated through consolidation. However, the overall problem of consolidating reports is one requiring continuing review. Space limitations on both the punch cards and the tabulating paper would probably require dropping some information before a greater number of consolidations may be effected.

7. Reductions in number of copies or cards indicated in Tabs A and B will result in direct savings in paper stock, cards, and file space. However, as you know, deletion of copies of a tabulation, except where this results in the elimination of an extra run, will have no effect on machine use or operator time. Likewise, the recurring card operations comprise furnishing copies of material necessary to the MMD files and involve the use of duplicator punch. Decreases in these operations may cut down slightly on operator time but have no material effect on machine use or continuing need for the machines and operators.

8. In any machine tabulating system, work volume and machine use can only be relieved through a major reduction in the number of jobs. As shown in Tab A, this survey cut by 939 the number of tabulating jobs run on an annual basis. In addition, recurring punch card operations (Tab B) were reduced by 56 jobs per year. Based on MMD job analysis records, the tabulating and punch card jobs eliminated or curtailed by this survey will save approximately 2,900 machine-hours and 3,450 man-hours per year.

9. Other recent developments may tend to offset a large portion if not all of these savings. Included as annual savings in paragraph 8 are 155 machine hours and 300 operator hours resulting from tabulating semi-annually instead of quarterly seven employee registers furnishing data on experience, education, area knowledge, language proficiencies, etc. However, MMD will now supplement these semi-annual tabulations with special listings furnishing the names of employees with specified combinations of qualifications "as requested". To furnish this service, the punch card files used in the operation will ultimately be increased to approximately 170,000 cards from the 60,000 cards handled prior to 30 June 1957. Current requests for these special lists are of such frequency that they require one full-time operator. When the file has been brought to its full complement of 170,000 cards, MMD estimates it will necessitate two full-time employees (4,160 man hours) to handle these requests each year.

10. During July 1957, orders for 23 new recurring jobs have been added to the MMD work-load. By frequency of preparation, these are distributed one bi-weekly, eleven monthly, two quarterly, seven semi-annually, one annually, and one as yet undetermined as to frequency. Not considering the order still undetermined as to its frequency, this represents an addition of 161 jobs on an annual

basis. The machine time and man-hours to run these jobs has not as yet been firmly established. A supplemental report on these operations will be forwarded as soon as this information is available.



Acting Comptroller

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Attachments:
Tabs A, B, C, and D

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

TAB A-C